

PEASEDOWN ST JOHN PARISH COUNCIL

Minutes of the Policy & Personnel Committee Meeting held on Tuesday 18th June 2013 at 7.00pm at the Beacon Hall, French Close, Peasedown St John

Present:

Councillors: Calvin Bird, Jordan Ness, Jonathan Rich (Vice-Chair), David Walker, John Whittock (Chair) Cllrs. Andrew Fraser and Karen Walker were also present at the meeting, in their capacity as Chair and Vice-Chair of Full Council respectively, providing them with full voting rights.

In attendance:

Tanya West – Parish Clerk

Public Session

No members of the public were present at the meeting.

Being a newly formed Committee, Cllr. Andrew Fraser, in his capacity as Chair of Full Council, acted as Chair of the Committee until item P&P002. Cllr. Andrew Fraser welcomed everybody to the meeting and expressed his enthusiasm in the role and responsibilities of the Policy & Personnel Committee.

Minute Ref.	Agenda Item	Action	
P&P001 -			
18/06/2013	Apologies were received from Cllr. John Bailey who was away visiting relatives. His apologies were approved and accepted.		
P&P002 -	Election of Chair and Vice-Chair		
18/06/2013	Cllr. Andrew Fraser advised that one written and signed nomination for the position of Chair had been received from Cllr. John Whittock. As no further nominations were received it was unanimously agreed to elect Cllr. John Whittock as the Chair. Cllr. John Whittock was congratulated and he took over the position, he went on to advise that one written and signed nomination for the position of Vice-Chair had been received from Cllr. Jonathan Rich. As no further nominations were received it was unanimously agreed to elect Cllr. Jonathan Rich as the Vice-Chair. He was congratulated by the other Councillors.		
P&P003 -	Declarations of Interest		
18/06/2013	No additional interests, to those already disclosed to the Monitoring Officer, were declared.		
P&P004 -	Items for Urgent Report		
18/06/2013	No items were raised.		
P&P005 -	Personnel Sub-Committee		
18/06/2013	It was resolved to appoint a Personnel Sub-Committee to work with the Clerk under the previously agreed Terms of Reference and Delegations. Cllrs. John Bailey, Calvin Bird and Karen Walker were duly elected to this Sub-Committee. In order for the Sub-Committee meetings to be quorate all three members would need to be in attendance; discussions were therefore held regarding substitutions, for which, the	Clerk	
	present Standing Orders state 7-days notice must be provided. It was agreed that further consideration of substitutions be given during the review of Standing Orders.	Clerk	

P&P006 - 18/06/2013

Parish Council Policies

A list of current Parish Council policies, along with suggestions of those not yet written/adopted was provided as part of the pre-reading (shown below).

Policy	Written	Adopted
Advisory Panel	September 2012	C327 – 18/12/2012
Code of Conduct		C252 – 23/10/2012
Communications	Mar-May 2013	
Employment (incl.	Clerk undertaken initial	
disciplinary and	steps in preparation for	
grievance)	work with Personnel	
,	Sub-Committee	
Formal Complaints (External)	Used NALC Model	C424 – 23/04/2013
		Original policy
Freedom of		adopted on
Information/Data	In Process	25/11/2002 and new
Protection		model publication on
		24/11/2008
Governance		C022 – 28/05/2013
Health & Safety		
Internal Disputes		C302 – 20/11/2012
Risk		C300 – 20/11/2012
Standing Orders incl.		C090 - 28/11/2011
Financial Regulations	In Process	and various
		amendments
Weed Control		C275 – 30/10/2012

Cllr. Andrew Fraser pointed out that within the Governance Policy further strategies are referred to but not yet written and so it was agreed the following should also be included in the list:

Clerk

- > Inclusiveness and participation policy
- > Environment, amenities and services policy
- Commercial policy

No definite plan of action was agreed with establishing the un-written policies. However it was identified that some of them could be passed to the relevant Committee to write them and refer back to the Policy & Personnel Committee for approval. It was also suggested that the Health & Safety Policy be person specific and so would cover the whole parish rather than just the Beacon Hall. It was agreed to focus on this for an update at the next meeting.

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The following list of proposed amendments to the Annual Governance Cycle were considered and agreed:

- Renew insurance policy (move from May to October due to additional 6 months provided under the recent renewal in May)
- Away day (move from September to July to allow August to be used by the Parish Office for investigation on results and obtaining quotations)
- Planning and costing-out of next year's capital projects (move from October, to August, Sept & October in line with away day above)
- Annual report publish (add in June as Council year does not finish until May and accounts will also be signed off)

P&P007 -18/06/2013

Data Protection Procedures & Freedom of Information

The Clerk provided an update regarding the Council's current policies relating to Freedom of Information and Data Protection. Also possible changes to the publication register and how Councillors' correspondence is impacted. It was agreed for the Clerk to continue with her investigations and to report back at the next meeting.

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P&P008 – 18/06/2013	Communications Policy and Terms of Reference & Delegations It was noted that at the Annual Full Council meeting on 28 th May 2013 the Policy & Personnel Committee was asked to consider the Council's draft Communications Policy, with particular reference to identifying which Committee/s should take responsibility for it, including that of the newsletter and website. The matter was discussed and it thought the policy would be most effective if one Committee had sole responsibility and so it was agreed to recommend to Full Council that the Policy & Personnel Committee take responsibility for the Parish Council's Communications Policy, including the newsletter and website, and that the Terms of Reference & Delegations be amended accordingly. It was also suggested that the matter of relinquishing the responsibility be an agenda item for the next Finance & Amenities Committee meeting so both Committees can make a recommendation to Full Council for 9 th July 2013.	Clerk Clerk
P&P009 - 18/06/2013	i. The current Standing Orders were discussed and it was noted that some items were now out of date, such as the cycle of meetings; now being 6-weekly rather than monthly. It was acknowledged the Clerk had already undertaken some work and subsequent amendments had been previously agreed at Full Council meetings. However as further investigation was required it was agreed to appoint an Advisory Panel to review the Standing Orders using the NALC Model for comparison. Cllrs. Andrew Fraser, Jordan Ness and Jonathan Rich were appointed. The Clerk to supply a paper copy of both versions of the Standing Orders to the Advisory Panel along with a summary of investigations/amendments to date. It was also requested that once the changes had been approved a printed copy should be provided to all Councillors. ii. Item 12 of the Standing Orders ("All members of the Council may sit in on any Council Committee with the permission of that Committee's Chairman. Non Committee members may not vote") was discussed and consideration given to the possible implications. Various alternative suggestions were provided including non-Committee members only speaking during public session, or only speaking on certain agenda items, or only being involved in discussions with the Chairman's permission. Cllr. Jonathan Rich commented that this Standing Order had never previously been a problem and is sometimes useful especially for items such as planning applications for larger developments. It was further discussed and unanimously agreed to propose the Standing Order be amended to read: "All members of the Council are welcome to attend and take part in the discussion of all Committee meetings, at the discretion of the Chair of the meeting. Non Committee members may not vote." As all amendments to Standing Orders need to be approved by Full Council, this amendment will be submitted along with any others identified by the Advisory Panel and subsequently approved by the Policy & Personnel Committee.	AF, JN, JR Clerk Clerk
P&P010 - 18/06/2013	Parish Plan Pre-reading provided a copy of the Parish Plan and some notes, written by Cllr. Andrew Fraser, to accompany discussion about implementing the Parish Plan. Cllr. Andrew Fraser explained his document which picks up the key points identified in the Parish Plan but providing further information and suggestions on those items which could potentially be actioned during the current Council term until May 2015. It was noted that further discussion would take place at the Councillor 'Away Day' and afterwards the items for investigation/action could be allocated to the most relevant Council Committee to deal with and anything remaining could be picked up by the Policy & Personnel Committee.	Clerk
P&P011 – 18/06/2013	Councillor 'Away Day' Pre-reading for the meeting provided information on the proposed Councillor 'Away Day' of which the aim is to help identify future Council projects, with reference to points raised in the Parish Plan and to discuss suggestions previously raised for	

	are and of the CAOC recovery due from the Welley Land development	
	spend of the S106 money due from the Wellow Lane development.	
	A draft agenda had been circulated which was agreed by all present. The date of Saturday 13 th July 2013 and the location of the Beacon Hall were also agreed. It was noted that a lunch would be provided; the catering arrangements of which were	Clerk
	discussed and it was agreed for Cllr. Karen Walker to work with the Parish Office and a £50 budget, excluding drinks, was agreed. Drinks left over from the Annual Parish Meeting would be utilised. It was acknowledged this cost would be applied to the Meeting Room Expenses Account Number and although this account number was already over-budget, the total within the relevant Centre Code budget still had funds available, and the Clerk has sufficient authority to spend so long as costs are kept within budget for the Centre Codes.	KW & Clerk
P&P012 -	Democracy and Scrutiny	
18/06/2013	Prior to the meeting, Cllr. John Whittock had submitted a proposal to the Policy & Personnel Committee to consider appointing an Advisory Panel or Sub-Committee to look into the democratic procedures now being used to co-ordinate the workings between Committees and/or Full Council and to check whether that system would stand up to scrutiny. The pre-reading document provided further details with particular reference to whether extra office staff or hours were required. The matter was discussed at length, including the suggestion of having two members of staff at some meetings for an interim period, to allow one to write the minutes and the other to advise/take actions. It was ultimately decided for the Personnel Sub-Committee to undertake discussions with the Clerk, particularly with regards to democratic procedures and the number of extra hours required. The original proposal was subsequently amended and agreed as: "The Policy & Personnel Committee appoints the Personnel Sub-Committee to look into the democratic procedures now being used to coordinate the working between committees and/or full Council and to check whether that system would stand up to scrutiny - if challenged."	JB, CB, KW & Clerk
P&P013 – 18/06/2013	Councillor & Staff Training The Clerk summarised the pre-reading document which provided information on general good-councillor training, Chairmanship skills, and a request from Cllr. Karen Walker to undertake a food hygiene certificate. Cllr. Andrew Fraser suggested that some form of protocol for training should be put together and be used for the coming six months as a basis for a training policy. In the meantime it was agreed for the good Councillor training to be offered to all 17 Parish Councillors as several are new Councillors and all members could benefit from a refresher. The clerk to email out to all to obtain available dates. Cllr. Andrew Fraser stated he would be interested in the Chairmanship training. It was agreed for Cllr. Karen Walker to undertake a food hygiene certificate and it was suggested that the Clerk or a member of staff also do so. The Clerk to liaise with Cllr. Karen Walker to action. It was also agreed for the Clerk to purchase the latest 9 th edition of the <i>Arnold-Baker on Local Council Administration</i> and to purchase 18 copies of the new 4 th	Clerk Clerk
	edition of the Good Councillors Guide.	Olonk
P&P014 – 18/06/2013	Date & Time of Next Meeting The date of the next Policy & Personnel Committee meeting is scheduled to be held on Tuesday 30 th July at 7pm at the Beacon Hall. Cllr. Jonathan Rich provided his apologies for this meeting in advance.	Clerk

The meeting closed at 8.47pm

Signed	Date
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